

FRANKLIN COUNTY BOARD OF ELECTIONS
ELECTION TECHNOLOGY SUPPORT ASSISTANT

The Franklin County Board of Elections seeks an Election Technology Support Assistant to manage, maintain, and support computing system hardware and software including but not limited to desktop computers, standard Microsoft office software, and election-specific programs. The successful candidate will coordinate and resolve problems reported by users and plan and perform specific job-related tasks as directed with immediate supervisor, outside vendors, and county IT personnel. Other tasks include but are not limited to generally assisting agency staff in the successful administration of elections and training agency staff in hardware use and software applications.

Successful candidate will hold at least an associate's degree or equivalent from two-year College or technical school with undergraduate degree preferred. Two to four years experience in comparable IT environment preferred. Must demonstrate knowledge of and functional capability of Microsoft Office products, Crystal reports design, and SQL. The abilities to reason, interpret directions, work independently, coordinate with stakeholders, collaborate within teams, and effectively communicate through verbal conversation and/or speech and written correspondence and/or reports are required. Positive attitude and helpful customer service skills equally important. Previous experience in SQL database management and/or commercial-grade GIS mapping (such as MetaMap) highly desired.

Employee will be an unclassified, non-exempt employee of the Franklin County Board of Elections, will be required to work some nights, weekends, and holidays to meet the duties and statutory requirements of holding elections, shall be held accountable to perform duties as a Clerk of the Board under penalty of law, and must be a registered voter in the State of Ohio. Competitive compensation with excellent benefits including OPERS. Basic understanding of civics, government, and the democratic process required. Previous election administration experiences a plus.

Email resume including employment and salary history to
BOEjobs@FranklinCountyOhio.gov. Posting closes April 14, 2006.